

DATE:

TO : Administrative Officer, OC
FROM : Career Service Board, OC
SUBJECT :

Present Station:

Proposed Station:

Position Title:

Position Title:

Present Grade & Date of Grade

Proposed Grade

Present T/O Slot Number & Grade

Proposed T/O Slot Number & Grade

Calendar Months in Grade: _____ Age: _____ Dependents: _____

Education (Beyond High School Level)

Dates	School	Degree	Major
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Employment History (Including Military)

Dates	Organization	Location	Position Title
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S E C R E T
(When Filled In)

(If more space is needed attach additional sheet, 8" x 10 $\frac{1}{2}$ ", original & 3 carbons required.)

Division or Staff Chief

CSE ENDORSEMENT

Date:

1. The CSE concurs/does not concur in the above recommendation.

Member

Chairman

Member

PER Reviewed Date of PER Training Record Reviewed

APPROVING AUTHORITY

Concurrence:

Approval:

Deputy Asst. Director for Communications

Assistant Director for Communications